

GULF COAST WORKFORCE BOARD, INC.
d/b/a CareerSource Gulf Coast
EXECUTIVE/FINANCE COMMITTEE
Via Zoom
April 24, 2025

CareerSource Gulf Coast held a Zoom webinar meeting with the Executive/Finance Committee on Thursday, April 24, 2025, at 9 a.m. (CST).

Executive Committee members participating were Mr. Joey Ginn, Ms. Elinor Mount-Simmons, Mr. John Deegins, and Mr. Jim McKnight.

CareerSource Gulf Coast Board Staff present: Mrs. Kimberly Bodine, Executive Director, Mrs. Maria Goodwin via zoom, Ms. Janine Dexter, Mr. Corbett Hines, and Ms. Jessica Strickland.

The purpose of the meeting was to review/take action on the following items:

- **Rating Committee Recommendation**
- **New Request for Proposal- One Stop Operator Services**
- **Tango Flight Donation**
- **Retroactive vote on Staffing 2024**
- **Director's Report**

Rating Committee Recommendation

Chair Joey Ginn asked the Executive Director, Mrs. Kimberly Bodine, to detail this item. Mrs. Bodine explained that The Rating Committee (comprised of Elinor Mount-Simmons, Rebecca Vasser, Richard Williams, and Stacy Campbell-Domineck) had met last week to rate the only proposal that we received, which was from a company called TPMA. She explained that it was a very nice proposal and met the basic guidelines in terms of following the requirements of how and when it was sent. The proposal was also very well written, however, she said the Rating Committee recommends that the proposal not be pursued because they deemed it “non-responsive.”

Mrs. Bodine further explained how the conclusion of “non-responsive” was unanimously decided upon by the Rating Committee. She stated that on the Rating Sheet, in section one, there were four questions in that section of the rating form, which is the section that evaluates if the proposal is responsive or not. She explained that if any of the answers in that first section are answered with “no”, then the proposal could be considered non-responsive, provided there was consensus to that effect among committee members, and no further review would need to occur. She explained that they were able to answer yes to the first two, since the proposer provided two signed originals and six copies by the due date and time, and that the proposal followed the format answering all questions. However, when the Rating Committee got to question three about the *provision of services*, each member of the rating committee pointed out that in our RFP, it clearly indicates the direct and actual provision of the services, such as actually delivering job seeker services to individuals or employer services to employers (for example). Throughout the statement of work in the proposal there is language by the proposer to oversee, or create strategies, or manage CSGC staff providing the services, but no mention of them directly providing services. She stated in the current One Stop Operator contract there are four staff members who directly provide services. Thus, the committee unanimously came to determine that the proposal was non-responsive and there was no reason to rate it further.

Mrs. Bodine explained that the recommendation of the Rating Committee to the Executive Committee was that the proposal is non-responsive, and the proposer should not be considered as a service provider for the One Stop Operator. Mrs. Bodine said their proposal came in at about \$212,000 and basically amounted to 1 full-time person who would be here on site, with consultants providing analysis, reporting, and strategies, etc;

Mr. Joey Ginn asked for a motion to approve the recommendation of the rating committee's determination of

the non-responsive proposal and to notify TPMA of this decision to deny their proposal to be a service provider for the one stop operator.

A motion was made by Mr. John Deegins to approve the recommendation of the rating committee's determination of the non-responsive proposal and to notify TPMA of this decision to deny their proposal to be a service provider for the one stop operator.

Mr. Jim McKnight seconded, and the motion passed unanimously.

New Request for Proposal-One-Stop Operator Services

Mrs. Bodine reminded the committee that there had been a previous discussion about what happens when there is no proposal or no option due to an unresponsive proposal. Across Florida several boards have become their own OSO, which we could also pursue in accordance with federal and state guidance. In order to propose to become your own OSO there must be a neutral third party to handle the procurement process.

She further explained that we could not create our own RFP and then respond to our own RFP because obviously that would be a conflict of interest. Mrs. Bodine stated that she is requesting that the board approve use of a third-party administrator to procure a One Stop Operator for CSG. She indicated that she was made aware that the CareerSource Research Coast workforce board has done this for several other workforce boards, and they are very familiar with the process. This would only require that she send them information about our board, how many centers we have, how we operate, the counties we cover, and anything else that a proposer would need to know about us as an organization and then the things that we're looking for in a One Stop Operator. Mrs. Bodine explained that she is requesting that CSGC move forward with providing that information to a third party (CareerSource Research Coast), and she further explained that once that information is given to them, they handle all aspects related to the RFP: Creating the RFP, advertising for the RFP, rating the proposal(s) and then they will make their recommendations to the CSGC Board about who should be recommended to be selected for the one stop operator. She suggested the following actions/work be listed in the RFP for our OSO Statement of Work:

- Coordinating and hosting up to four in person meetings with required and other partners to support the Memorandum of Understanding (MOU) and MOU/IFA implementation/ongoing coordination (virtual option for partners). The OSO will develop meeting agendas (in conjunction with CSGC staff), meeting activities, facilitate meetings, and provide meeting notes. The OSO must be onsite at the comprehensive center for these meetings.
- Developing, in collaboration with partners, an assessment of the effectiveness, physical and programmatic accessibility in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.). The OSO must be on site for these collaborations.
- Developing strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system. Such improvements include enhancing digital literacy skills; accelerating the acquisition of skills and recognized postsecondary credentials by participants; strengthening the professional development of providers and workforce professionals; and ensuring such technology is accessible to individuals with disabilities.
- Developing strategies to improve coordination of services across one-stop partner programs to enhance service delivery (including but not limited to the design and implementation of common intake, data collection, performance measurement and reporting processes) with local input into such design and implementation.
- Providing up to four, but not less than two comprehensive reports indicating results from the meetings and data collection including each of the bullets above.

Mr. Joey Ginn asked for a motion to approve going through another board as a third party for a new proposal of the One Stop Operator since the only proposal received was deemed "non-responsive", and to approve the language for the statement of work for the RFP.

A motion was made by Ms. Elinor Mount-Simmons to approve the motion as stated by the chair.

Mr. Jim McKnight seconded, and the motion passed unanimously.

Tango Flight Donation

Ms. Janine Dexter explained that we keep a separate bank account with Hancock Bank that holds our unrestricted funds, and as of March 31st, we have approximately \$128,000 in that account. We received a check for \$574,259.71 from where we cashed out the annuity that listed Mrs. Bodine as the annuitant and we're in the process of determining where to invest that money to earn more interest. Also, we have a CD that earns 3.8% interest, so we moved \$100,000 into our checking account and then reinvested the balance of that CD back into a new CD, leaving the total unrestricted funds just over \$817,000. Ms. Dexter explained that we built a budget for just the unrestricted costs at the beginning of the year and we started with \$158,000 because we weren't sure what was going to happen with the budget, as it was very tight at the beginning of the year and then when we finally got our allocations in, we reduced it down to \$50,000. And after that, we started getting some unrestricted funds making the total amount in our budget for the year almost \$75,000 in unrestricted. She also reminded the Executive Committee that in past meetings we discussed how our indirect rate was higher than the cost allowed in duPont grants, which meant that the balance (18%) was paid from unrestricted funds. Ms. Dexter said that the balance as of March 31st is just over \$1,400. The staff request is to move an additional \$20,000 into the unrestricted budget for this program year, which is through June.

Mrs. Bodine then added that part of that the reason we'd like to do that, is because she was approached by Steve Kirschenbaum, Airport Manager in Franklin County, who is partnering with Franklin County District Schools and Haney Technical College to start a program called Tango Flight. She explained that the program will start out as an after-school program, where kids come and work with individuals at the airport and an instructor, and they will actually build a plane. The cost of the plane kits with the curriculum is \$100,000, and Mr. Kirschenbaum approached Mrs. Bodine to ask if we could help with any of that. She said she told him that we could make a \$5,000 donation if the board approves, and she believes it's something we should do. She added that it is not often when we are asked to support programs in Franklin County and we don't have many participants from Franklin County that enroll in training programs with us. Mrs. Bodine shared that we've been more successful with the youth program over there, so when Franklin County makes an ask, she would really like for us to be able to do something. They have \$50,000 committed and he thinks he will be able to get the rest of it, Mrs. Bodine explained. The check would actually be written to the Franklin County School Foundation, because the purchase will go through the Franklin County School Foundation. Ms. Elinor Mount-Simmons agreed with Mrs. Bodine and stated she had heard about the program and believes it will be very beneficial to youth in Franklin County.

Mrs. Bodine is asking that the board allow us to then give them the \$5,000 and to provide \$20,000 more into the unrestricted fund budget, to cover portions of indirect costs beyond the 10% duPont allowance for CRC and Summer program as well as other miscellaneous expenses.

Mr. Joey Ginn asked for a motion to approve moving \$20,000 into unrestricted funds and also donating \$5,000 to the Tango Flight program in Franklin County

A motion was made by Mr. Jim McKnight to approve moving \$20,000 into unrestricted funds and also donating \$5,000 to the Tango Flight program in Franklin County

Ms. Elinor Mount-Simmons seconded, and the motion passed unanimously.

Retroactive Vote on Staffing 2024

Mrs. Bodine said this item is meant to do some clean up from an oversight at a previous board meeting. She explained that because audits make us go through everything, Ms. Dexter was able to catch an error of ours that played out at last year's May 29, 2024 Board meeting. Ms. Dexter noticed that we voted on a staff reduction done in May 2023, but that we did not make a vote on another staff reduction done in May 2024. All that was done in the May 29, 2024 meeting was information given explaining it to the board and while we provided job classifications and number of staff, it was presented as an informational item and the board did not vote on the item. Board Policy 21 requires that the board votes on a Reduction in Force. so even though the discussion is in our minutes from May 29, 2024, no vote was made at the time, and we need to correct this with it a vote retroactive to May 29, 2024 that we did approve the layoffs that had to occur and Mrs. Bodine believes that will clean it up.

Mr. Joey Ginn asked for a motion to approve retroactively correcting the May 29, 2024 Board Action by Voting yest on staffing (RIF) 2024.

A motion was made by Ms. Elinor Mount-Simmons to retroactively vote yes to the RIF discussed in the previous board meeting on the May 29, 2024

Mr. John Deegins seconded, and the motion passed unanimously. Approval of these minutes by the full board will constitute correction of the item.

Director's Report

Mrs. Bodine took the opportunity to discuss what we have mentioned before in past meetings about the Job Center lease. She stated the lease is cost prohibitive with another year of even more reduced funding. While we looked at subleasing space, the space available is so large that it would take several subleases, and if congress continues to reduce funding we may be in a position to have no choice but to end the lease, making it difficult to extend subleases to anyone for more than one year. Executive Committee members discussed the monthly and annual cost of the lease.

Mrs. Bodine explained that it is a 5-year lease, and we have been in the building for about 24 years now, so when they renewed the 5-year lease that we signed, they kept the rent the same for two years, but they didn't move our base year. The base year we're working from for CAM costs for the next five years is 2017, making the expense much higher (everything has gone up exponentially since 2017). She explained the bottom line being that with funding cuts, she doesn't know that we will be able to stay in that building, which means she is a little concerned about confirming subleasing to others, when we are not sure that we can afford to stay in the building ourselves, even with some subleases.

Mrs. Bodine then directed the board to the screen, where she put up the First Amendment to our lease. We've been in the building for 24 years. She noted the termination due to funding decrease clause there. It shows a gradual reduced buy-out by six years based upon the first five-year lease. Mrs. Bodine said that we signed the fifth amendment to the lease last year, and it extends all past amendments which include language about a 90-day notice for ending the lease due to actions taken by the federal or state government that affect funding, and not due to our performance. Chair, Joey Ginn stated that he felt we may need to get a legal opinion regarding terms of the lease before moving forward to potentially cancel the lease.

After a brief discussion, the Executive Committee unanimously suggested having an attorney look the document over for clarification regarding the cancellation of the lease.

Acknowledgement of Form 8 Memorandum of Voting Conflict for County, Municipal, and Other Public Officers

Mr. Joey Ginn stated there were no Form 8 voting conflict forms to be read from the previous meeting into the minutes.

Public Comments

Despite the invitation for any public comments to be shared at this time, no one from the public made any comments.

Adjournment

There being no additional business for the Executive/Finance Committee, Chair Joey Ginn adjourned the meeting.